



*Where Quality Is A Lifestyle*

May 26, 2010

**BID #756**

Gentlemen:

You are invited to submit a bid for an emergency generator at Fire Station No. 8, located at 212 Flat Creek Trail in Fayetteville, Georgia in accordance with the information, pictures, diagram and specifications contained herein. All other required information shall be included with your bid. Any exceptions to the specifications shall be listed in the space provided.

A pre-bid conference will be held at 10:00am on Wednesday, June 9, 2010 at Fire Station No. 8, located at 212 Flat Creek Trail in Fayetteville, Georgia 30214, for the above referenced invitation for bids. All bidders and interested parties are invited and strongly urged to attend. This will be the opportunity to voice all questions, concerns and comments about this invitation for bids and have them addressed. It is important that you attend.

All questions and inquiries concerning this invitation to bids or the specifications shall be addressed to Trina C. Barwicks, Contract Administrator of Purchasing, 140 Stonewall Avenue West, Suite 101, Fayetteville, Georgia 30214 from 8:00 a.m. to 5:00 p.m. The phone number is (770) 305-5420 or Email Address: [tbarwicks@fayettecountygga.gov](mailto:tbarwicks@fayettecountygga.gov). **Any deviations from this procedure for questions or information pertaining to this invitation for bid may result in your bid being rejected.**

Your bid should be on the attached pricing sheet. All prices shall be F.O.B. Destination, Fayette County. Be sure to include the **bid number** and **reference** along with your company's name and address on the **sealed** envelope in which the bid is returned. **Use a separate envelope for each bid submitted.**

BID MUST BE SUBMITTED TO:  
FAYETTE COUNTY PURCHASING DEPARTMENT  
140 STONEWALL AVENUE WEST; SUITE 101  
FAYETTEVILLE, GEORGIA 30214  
**BID # 756**  
**REFERENCE: FIRE STATION NO. 8 GENERATOR**

Bids will be received at the above address until 3:00 p.m., Tuesday, June 22, 2010 in the **Purchasing Department, Suite 101**. Bids will be opened at approximately 3:00 p.m., June 22, 2010. Bids must be signed to be considered. Late bids will not be considered. Faxed bids will not be considered.

If this invitation for bids is downloaded from our web site, it is the responsibility of the individual or company that downloads this invitation for bids to continue to check the Fayette County web site for any addenda that might come out for this invitation for bids and is posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the invitation for bids to a company or individual, we will keep a record of who we mailed that invitation for bids to and all addenda for that invitation for bids will also be mailed to those companies or individuals.

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**Note: Bids will be posted on the Fayette County web site within 3 business days after the bid opening.**

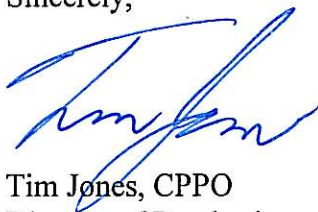
**There is no set time for an award to be made, as the bids have to be evaluated and a recommendation has to be prepared and then scheduled to go before the Board of Commissioners for consideration by the Board. If an award is not made within 45 days of the bid opening, an update will be posted on the Fayette County website.**

**If the Board awards this bid, once everything has been received by that company and the award has been completed, that information will also be posted on the Fayette County website. Please keep this procedure in mind.**

\*\*\*\*\*

The County reserves the right to reject or accept any or all bids and to waive technicalities, informalities, and minor irregularities in bids received.

Sincerely,



Tim Jones, CPPO  
Director of Purchasing

TJ/tcb

## GENERAL TERMS AND CONDITIONS

### 1. Preparation of Bids

- 1A. Bidder shall examine the drawings, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk.
- 1B. Bidder shall furnish all information required by the bid form. Erasures or other changes must be initialed by the person signing the bid. Bids must be signed by an authorized agent of the company.
- 1C. Bidder shall submit bid using bidder's exact legal name in the appropriate space.

### 2. The term "contractor" as used herein and elsewhere in these specifications shall be used synonymously with the term "successful bidder." The term "County" shall mean Fayette County.

### 3. Submission of Bids

- 3A. Bids and amendments shall be enclosed in sealed envelopes, addressed to the office specified in the invitation for bids with the name and address of the bidder, the reference and bid number on the face of the envelope.
- 3B. The County shall not be responsible for the premature opening of a bid not properly addressed and identified by bid number and reference and/or delivered to an improper destination.
- 3C. Samples of items, when required, must be submitted within the time specified and, unless otherwise specified, at no expense to the County. Unless otherwise specified, samples will be returned at the bidder's request and expense if items are not destroyed by testing.
- 3D. Items offered must meet required specifications and must be of a quality which will adequately serve the use and purpose for which intended.
- 3E. Full identification of each item bid upon, including brand name, model, catalog number, etc... must be furnished to identify exactly what the bidder is offering. Manufacturer's literature must be furnished.
- 3F. All items to be furnished shall be new and in current production unless otherwise stated. The quality of the items shall not have deteriorated so as to impair their usefulness.
- 3G. In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.
- 3H. The bid, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening of the bids as set out in the invitation to bid unless specifically excepted to in your bid.
- 3I. All prices shall be quoted FOB Destination, Fayette County or job site.
- 3J. Since delivery time is of utmost importance and can be a factor in the award, it shall be the responsibility of the bidder to accurately state the delivery or completion time in the space provided for this invitation for bids.

### 4. Discounts

- 4A. Bidders are urged to offer cash discounts for prompt payment. Such discounts will be a factor in the award. Offers of discounts for payment within (10) days following the end of the month or at least 15 days after receipt of invoice are preferred.
- 4B. In connection with any discount offered, time will be computed from the date of acceptance at destination or the date a correct invoice is received, whichever is the later date. Payment is deemed made, for the purpose of earning the discount, on the date of the check.

### 5. Evaluation of Bids

The evaluation of bids and the determination as to equality and acceptability of products or services offered shall be the responsibility of the County. Accordingly, to insure that sufficient information is available, the bidder may be required to submit financial information, literature, samples, references or other information prior to award.

### 6. Award

- 6A. Award will be made to the lowest responsive, responsible bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the County, delivery terms and payment terms will be taken into consideration in making the award. The County may make such investigation as it deems necessary to determine the ability of the bidder to perform, and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract.
- 6B. The County may make awards by group or by line items of any bid, unless the bidder qualifies his bid by specific limitations. Unless otherwise provided in the bid schedule, bids may be submitted for any quantities less than those specified. The County reserves the right to make an award on any item for a quantity less than the quantity bid upon at the unit prices quoted in the bid unless the bidder specifies otherwise in the bid.

### 7. Substitutions

Bidders offering and quoting on substitutions or who are deviating from the attached specifications, shall list such deviations in the space provided or on a separate sheet to be submitted with their bid. The absence of such a substitution list shall indicate that the bidder has taken no exception to the specifications contained herein.

8. **Brand Name or Trade Name**
  - 8A. If items in this invitation to bid have been identified, described or referenced by a brand name or trade name description, such identification is intended to be descriptive, but not restrictive and is to indicate the quality and characteristics of products that may be offered. Products may be considered for award if such products are clearly identified in the bids and are determined by the County to meet its needs in all respects.
  - 8B. If the bidder proposes to furnish another product, such product shall be clearly identified in the bid. The evaluation of bids and the determination as to equality of products offered shall be the responsibility of the County. Accordingly, to insure that sufficient information is available, the bidder may be required to submit literature and/or samples prior to award.
9. **Delivery Failures**

Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Director, or failure to make replacements of rejected articles when so requested, immediately or as directed by the Purchasing Director, shall constitute authority for the Purchasing Director to purchase in the open market articles of comparable grade to replace the articles rejected or not delivered. On all such purchases, the contractor shall reimburse the County within a reasonable time specified by the Purchasing Director for any expense incurred in excess of contract prices or the County shall have the right to deduct such amount for monies owed the defaulting contractors. Such purchases shall be deducted from contract quantities. Alternatively, the County may impose a late delivery penalty on a delinquent contractor of one percent (1%) per day for a period of up to ten (10) days for each day that delivery or replacement is late. Should public necessity demand it, the County reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.
10. **Non-Collusion**

Bidder declares that the bid is not made in connection with any other bidder submitting a bid for the same commodity or commodities, and that the bid is bona fide and is in all respects fair and without collusion or fraud. An affidavit o-collusion, if included in bidding instructions, shall be executed.
11. **Default**

The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible bidder, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting contractor (or his surety) shall be liable to the County for cost to the County in excess of the defaulted contract prices; provided, however that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his bid, unless extended in writing by the Purchasing Director, shall constitute contract default.
12. **Guarantee**

The material shall be guaranteed to be free from defects of construction, conception and workmanship for a period of at least twelve (12) months from date of acceptance. Any part or portion found not in accordance with this specification will be rejected and returned to vendor at vendor's expense for immediate replacement.
13. **Patent Indemnity**

The contractor guarantees to save the County, its agents, officers, or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.
14. **Packaging**

Bidder shall indicate how his product is supplied and the packaging of the product. All products must be packaged in a manner that will afford reasonable protection against moisture, contamination and tampering. Items must be furnished in manufacturer's original unopened package or container.
15. Upon request by the County, information on products awarded shall be provided by the contractor.
16. Final inspection of all products and decision of acceptance or rejection will be made by the County. Final inspection shall be conclusive except with respect to latent defects, fraud, or such gross mistakes as shall amount to fraud. Final inspection resulting in acceptance or rejection of the products will be made as soon as practicable, but failure to inspect shall not be construed as a waiver by the County to claim reimbursement or damages for such products which are later found to be in non-conformance with specifications.
17. **Bidder Qualifications**

The ability of the contractor to provide dependable and prompt service shall be an important consideration in awarding a contract.
18. **Ability To Perform**

The bidder may be required, upon request, to provide to the satisfaction of the County that he/she has the skill, experience and the necessary facilities as well as sufficient financial and human resources to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the County, then the bid of such bidder may be rejected.
19. Each item or sub-item shall be individually priced per unit as shown under "unit price" column. Bidder shall multiply the unit price bid by the quantity listed under the quantity column and the total shall be indicated in the extended price column. In case of error in extensions or additions or in case of discrepancy between the unit price and the extended price, unit price shall prevail.
20. Prices quoted shall be firm for the period of the contract.



21. Bidder shall specify manufacturer or trade name and product number for each line item bid in the space provided on the proposal pages. Failure to do so or the inclusion of remarks such as "as specified" will be cause for rejection of bid.
22. In return for prices submitted, the County will purchase all of their requirements of the products listed herein from the successful bidder. It is provided, however, that when quality or quantity levels are not satisfactory to the County, an exception to this commitment will be granted.
23. **Quantities**  
Quantities listed herein are estimates only for the period specified. No guarantee to purchase the amounts shown is intended or implied. The County reserves the right to order larger or smaller quantities at the prices quoted on this proposal.
24. **Substitution of Requested Items**  
The contractor shall be obligated to deliver products awarded in this contract in accordance with terms and conditions specified herein. If a contractor is unable to deliver the products under the contract, it shall be the contractor's responsibility to obtain prior approval of the ordering agency to deliver an acceptable substitute at the same price quoted in the contractor's original bid. It shall be the contractor's responsibility to obtain such substitute. In the event any contractor consistently needs to substitute or refuses to substitute products, the County reserves the right to terminate the contract or invoke the "Delivery Failures" clause stated herein.
25. **Responsibility for Damaged Claims**  
The contractor shall indemnify, hold harmless and defend the County and its officers, employees, agents and representatives, from all suits, actions, claims, damages and judgments of any character that may be brought against the County by whomsoever, on account of any injuries or damages sustained by any person or property due to the negligent acts or omissions by the contractor, or any of his officers, employees, subcontractors, assignees, or representatives in the performance of the contract. In the event the County and the contractor are found to be joint tortfeasors with respect to any such injuries or damages, the contractor's obligations to indemnify the County under this section shall extend only to the contractor's prorate share of negligence as determined in accordance with Georgia State Statutes.
26. Assignment of any contract resulting from this invitation to bid will not be authorized.
27. None of the various County agencies, either individually or collectively, will be required to purchase any minimum amount during the term of this contract, nor will they be limited, either individually or collectively, to any maximum amount during the term of this contract.
28. This contract may be cancelled by either party upon submitting thirty (30) days written notice of intent to cancel to the other party.
29. The County reserves the right to increase or decrease quantities shown without penalty.
30. **Rejection of Bids**  
Failure to observe any of the instructions or conditions in this invitation to bid shall constitute grounds for rejection of bid.
31. All of the specifications and information contained in this invitation to bid, unless specifically accepted to in writing and included with the bid, will form the basis of the contract between the successful bidder (the contractor) and the purchaser. Caution should be taken by the bidder that all questions are answered in the spaces provided and all requested information is submitted.
32. **If multiple line items are listed on the pricing sheet, such items may be awarded by line item, by groups or by lump sum award. The award will be made in the best interest of Fayette County. If your company will not accept a split award for this invitation for bids, you must so indicate on the attached pricing sheet.**
33. The bid opening is open to the public. Bid tabulations will be available for public viewing in the Purchasing Department for a period of 90 days from the bid opening date. Within two working days after the bid opening, the bid prices will be listed in an information box by bid name and number on the Fayette County website ([www.fayettecountyga.gov](http://www.fayettecountyga.gov)). That information can be accessed by dialing the Fayette County Purchasing Department at 770-305-5420 and following the directions given for results of sealed bids. If you would like a copy of the bid tabulation, it may be obtained in the Purchasing Department at .25 per page. If you would like the tabulation sheet mailed to you, the proper amount for postage along with the total price of the bid tabulation shall be received in Purchasing in advance. Make checks payable to the Fayette County Board of Commissioners.
34. **If your company has not filled out a bidders' list application to get on the Bidders List, please contact the Purchasing Department as soon as possible at (770) 305-5420 to get an application. The completed application will tell us which commodities your company sells and the ones you would like to be placed on the bidders list for. We will place that information in the computer. Without that information we will not be able to list in our computer files the commodities that your company sells. Participation in this bid invitation does not automatically place a company on the Master Bidders List.**

## ADDITIONAL INFORMATION AND INSTRUCTIONS

1. Bidders are urged to visit the site to familiarize themselves with site conditions. If a bid is submitted it is understood that the bidder is acknowledging his acceptance of all site conditions.
2. Bids will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to Fayette County.
3. The bid made by any company or firm must be signed in a legal manner in the name of such company or firm by a duly authorized officer, member or representative, whose name and representative capacity shall be stated, and the address of the principal place of business must be shown.
4. Include with your bid a list of three (3) jobs that your company has done that is of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, phone number and the date job was completed.
5. Successful bidder shall be insured.
6. If the work described in this invitation for bids is for roadway improvements and the proposed price is \$5,000.00 or greater or if the proposed price for any other type work is \$20,000.00 or greater, then a contract performance bond and a payment bond, each equal to 100% of the contract price with surety company satisfactory to the County, must be provided by the successful bidder by a surety company qualified to do business in Georgia. Bond given shall meet the requirements of Georgia Code Section 36-82-100 to 105. The bond shall be submitted in the name of the Fayette County Board of Commissioners prior to the work being commenced.
7. **In compliance with Georgia Code Section 13-10-91, the attached Bidder's Affidavit of Compliance with the Georgia Security and Immigration Compliance Act must be completed, signed, notarized and returned with your bid.**

**PLEASE FILL OUT AND RETURN WITH YOUR BID THE BIDDER'S AFFIDAVIT OF COMPLIANCE AND THE LAST PAGE OF THIS INVITATION FOR BID. IT IS CALLED THE INFORMATION PAGE.**

**Bidder's Affidavit**  
**Of Compliance with the Georgia Security and Immigration Compliance Act**

By executing this affidavit, the undersigned bidder verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is bidding to contract with Fayette County has registered with, and is authorized to use, the federal work authorization verification program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

The undersigned bidder agrees that it is using, and will continue to use, the federal work authorization program throughout the contract period.

The undersigned bidder further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this proposed contract with Fayette County, bidder will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91. Bidder further agrees to maintain records of such compliance and provide a copy of each such verification to Fayette County at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
E-Verify or other User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Bidder's Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Bidder

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

Notary Public  
My Commission Expires:

\_\_\_\_\_

## **INSURANCE REQUIREMENTS**

The successful bidder shall, without expense to the County, carry the following to be in effect throughout the term of the contract:

1. Third party property damage insurance in such amounts as are deemed adequate by the County and Board of Commissioners against all losses, cost, damages, claims, expenses, or liability whatsoever because of accidental injury or damage to person or property occurring in the course of or as a result of performing the duties of this contract, and any and all matters incidental thereto. A minimum amount of coverage in the amount of \$500,000.00 is required; although, additional coverage may be required depending on the nature of the work to be performed. The successful bidder shall also carry adequate Workman's Compensation Insurance covering all employees engaged in performing the duties and responsibilities of this contract.
2. Public Liability and Property damage insurance coverage including, but not limited to, the liability assumed in the indemnification provisions as specified in this invitation for bids fully insuring the successful bidder for liability for injury to or death of county employees and third parties, extended to include personal injury liability coverage, and damage to property of third parties, with a minimum combined coverage for each occurrence of \$500,000.00 with an umbrella policy in the amount of one million dollars, \$1,000,000.00.
3. Comprehensive automobile and truck liability insurance to include coverage of owned, hired, and non-owned vehicles with minimum limits of \$300,000.00 each occurrence for bodily injury and \$100,000.00 each occurrence for property damage. Such insurance is to include coverage for loading and unloading hazards.

A copy of the certificate of insurance for the aforementioned shall be submitted with your bid. A request will be sent to the agent or the insurance company of the successful bidder to notify Fayette County 30 days prior to cancellation of or upon any material change in coverage of the aforementioned insurance coverage prior to the work being completed. No award will be made until proof of the insurance coverage is submitted.



### **FAILURE TO PERFORM**

It is important to note that if a company is awarded all or part of this invitation for bid, Fayette County expects the successful company to totally fulfill the contract and perform all duties hereunder satisfactorily, for the duration of the contract. Failure to so perform will result in said company being removed from the Fayette County Bidders list for that commodity.

### **WITHDRAWAL OF BIDS**

Withdrawal of all or part of a bid submitted to the Fayette County Purchasing Department must be done prior to the bid opening. Bids may only be withdrawn after the bid opening with the permission of the Fayette County Director of Purchasing.

### **BIDDER RESPONSIBILITY**

Please note that it is the responsibility of each bidder to completely read all of the specifications and requirements in this invitation for bids. After doing so, if you have questions, the questions shall be submitted in writing to the Fayette County Purchasing Department at least three (3) days or sooner before the bid opening. The successful bidder shall meet and be responsible for all of the specifications and requirements contained in this invitation for bids.

## EMERGENCY GENERATOR

The Fayette County Purchasing Department is soliciting for bids for the installation of an emergency generator at Fire Station No. 8, located at 212 Flat Creek Trail in Fayetteville, GA 30214.

The scope of work shall include the supplying of the generator meeting minimum standards as set forth by UL, NFPA, ISO, IEC, and CSA, supplying a generator fuel tank (diesel), and a transfer switch. The generator shall be installed on a concrete pad at the rear of the Fire Station as shown on the attached diagram. The electrical transfer switch shall be mounted in the electrical room on the rear of building. Your submitted bid shall include all installation, construction and electrical work for a turn key operation. The successful bidder shall coordinate any contact with the power company for transfer of power. Fayette County will supply all diesel fuel.

### MINIMUM REQUIREMENTS:

Onan Diesel Genset Model DGCG or Equal: 80 KW. On site at the pre-bid conference, all bidders shall ensure that the generator they will bid will meet the minimum 80 KW rating. After evaluation of the needs on site, bid a larger unit to accomplish the department goal for this station plus an additional 10,000 square feet of additional space. This generator shall power the current and future expansion of the building during extended power outage periods at full capacity.

150 (Minimum) Gallon Diesel Tank, dual wall, mounted on a pad under the generator. The tank fill is to be located on the north end of the site to accommodate fueling from the existing above ground fuel tank.

Coolant Heater

Quiet site Steel Enclosure, Weather Protective, with Silencer

Automatic Transfer Switch: Type 3R 260 AMP

Mounted in an electrical room on the rear of the building

Internal Exercise Clock

All electrical conduits from the generator to the electrical room shall be placed underground, existing concrete shall be removed, replaced with new, and all old concrete hauled from the site by the successful bidder.

Install new transfer switch in rear storage room.

Remove the existing transfer switch and any other component not required to place the new system into service. Fayette County will retain all old components removed. Fayette County will remove the old generator.

## EMERGENCY GENERATOR

### MINIMUM REQUIREMENTS CONTINUED:

Install 20 AMP, 120 volt dedicated circuits for battery charger and block heater as needed.

A service disconnect shall be included if the generator does not have this capability.

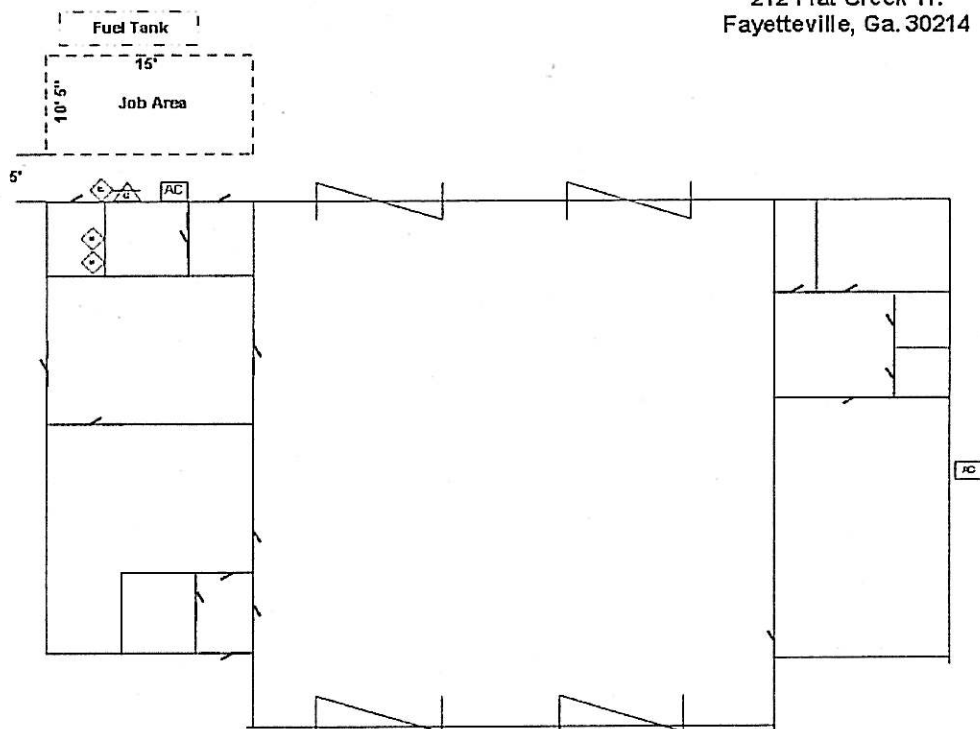
All necessary permits for this installation shall be the responsibility of the successful contractor.

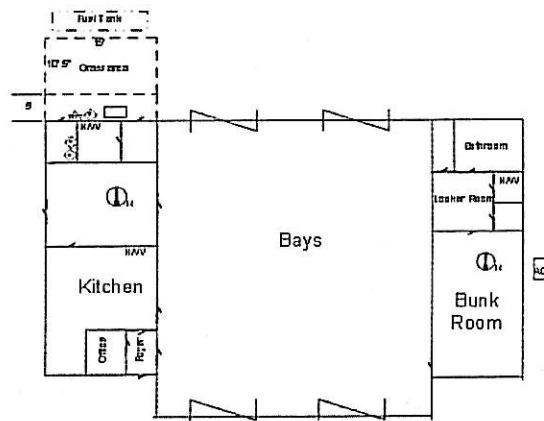
In the area where the generator is to be installed is currently a grass area approximately 10.5' X 15'. The grass and soil shall be removed and a base of stone 6 inches in depth shall be added, followed by a concrete pad. The generator a raised reinforced pad to be 6 inches thick, with the raised pad being poured the size of the generator housing plus an additional 6 inches of width added to the pad apron on all sides. Any debris removal shall be included in the bid price.


All wiring shall be "Copper".

20 AMP Battery Charger.

Fayette County Station 8  
212 Flat Creek Tr.  
Fayetteville, Ga. 30214



[illegible]

<div style="text-align: center;">  </div>	
Business Name and/or Building Location	
DWG BY:	Date: 12/15/00 Scale: None







Cambridge Power Generation  
**QuietSite**







X350X





Generation  
**QuietSite**

24  
24  
24

PRICING SHEET

QUANTITY

DESCRIPTION

TOTAL BID PRICE

1 EACH

FIRE STATION NO. 8 GENERATOR

\$ \_\_\_\_\_

State Make and Model Offered \_\_\_\_\_

State Length and Nature of Warranty

State Time Needed For Delivery After Notification of Award:

State Payment Terms \_\_\_\_\_

State Length of Time after Bid Opening, Bid Prices Shall Be Held Firm: \_\_\_\_\_ Days.

COMPANY NAME \_\_\_\_\_



**REFERENCES**

**REFERENCE (1)** \_\_\_\_\_  
Job Description (Similar in Nature)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Complete Mailing Address with City, State and Zip Code

\_\_\_\_\_  
Contact Person Name (First & Last Name) and Telephone Number

**REFERENCE (2)** \_\_\_\_\_  
Job Description (Similar in Nature)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Complete Mailing Address with City, State and Zip Code

\_\_\_\_\_  
Contact Person Name (First & Last Name) and Telephone Number

**REFERENCE (3)** \_\_\_\_\_  
Job Description (Similar in Nature)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Complete Mailing Address with City, State and Zip Code

\_\_\_\_\_  
Contact Person Name (First & Last Name) and Telephone Number

**Company Name:** \_\_\_\_\_

INFORMATION PAGE

Company\_\_\_\_\_

Authorized Representative\_\_\_\_\_

(Print or Type)

Authorized Representative\_\_\_\_\_

(Signature)

Title\_\_\_\_\_

Mailing Address\_\_\_\_\_

Phone Number (      )\_\_\_\_\_Fax Number (      )\_\_\_\_\_

Cellular Number (      )\_\_\_\_\_

Email Address: \_\_\_\_\_

Date\_\_\_\_\_

**If you do not submit a bid, indicate in writing your reason(s) why and return that information to the Purchasing Department. Failure to do so may cause your company's name to be removed from the bidders list.**